



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 13 2025

MEMORANDUM:

No. **123**, s. 2025

**INSTITUTIONALIZATION OF CLASS ORGANIZATIONAL TURN-OVER ACTIVITY
(SALIN-KLASE)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC-Chief Education Supervisor, SGOD
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. To bolster support on DepEd NCR's No. 1 Priority of Keeping School-Age Children in Schools and ensure 100% learner's enrolment to the next grade level, this Office promotes the Institutionalization of Class Organizational Turn-Over Activity or **Salin-Klase** - this is one of the activities of **YAKAP-Munti**.
2. **YAKAP-Munti** (*Yakapin, Alalayan, Kalingain, Akayin, at Patatagin ang Batang Muntinlupeno*) is the flagship project of the Schools Division of Muntinlupa
3. This **Salin-Klase** initiative aims to:
 - a. promote continuity and stability by keeping the same learners together to foster a strong sense of camaraderie and solidarity which are contributory factors in improving active engagement and progressive performance;
 - b. strengthen relationships among learners to build stronger support system leading to a more supportive, encouraging, and collaborative learning environment;
 - c. improve learning outcomes where consistent classroom dynamics lead to better understanding of individual learning styles and needs, allowing teachers to design appropriate meaningful learning experiences;
 - d. reduce confusion, anxiety, and stress which may be caused by the unfamiliar environment and new grade level to provide strong support on learners' socio-emotional development; and
 - e. ensure that ALL learners are conscientiously accounted and enrolled to the next grade level.
4. All public Elementary and Secondary schools in the division are advised to conduct **Salin-Klase** on March 24 to 26. School heads should notify the PSDS about the schedule of activity.

NUM-2025-123





Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. Schedule of the turn-over activity is to be strictly followed:

A. For Single Shift Classes

Time	Elementary Schools		Secondary Schools	
	Class Adviser	Receiving Adviser	Class Adviser	Receiving Adviser
7:00–8:00	1	2	7	8
8:00–9:00	2	3		
9:00–10:00	3	4	8	9
10:00–11:00	4	5		
1:00–2:00	5	6	9	10

B. For Double Shift Classes

Time	Elementary Schools		Secondary Schools	
	Class Adviser	Receiving Adviser	Class Adviser	Receiving Adviser
9:45 – 10:45	3	4		
11:00 – 12:00	1	2	7	8
12:00 – 1:00	2	3	8	9
1:15 – 2:15	5	6	9	10
2:30 – 3:30	4	5		

Note: If the number of class advisers is not equal with the receiving advisers, assign a Head Teacher or a Master Teacher to assume role of a receiving adviser or vice versa.

6. Specific program implementation guidelines:

a. Pre-implementation Phase:

- Each school will have to develop a mechanism of **Salin-Klase** based on the school's unique situation using the following references:
 - Number of students
 - Number of sections
 - Number of class shifts
 - Number of advisers
 - Number of available classrooms
- The class adviser prepares the class list with complete address, contact number, email address and FB messenger.

b. Implementation Phase:

- For schools that have double class shifts, the new adviser is expected to arrive at school earlier than his/her usual schedule to welcome his/her incoming pupils.

NUM-2025-0123



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- The current class adviser will have to: (1) introduce the receiving (new) class adviser to the class and vice versa; and (2) assist/ tour the learners to their new classroom assignment
 - The receiving class adviser will have to: (1) ensure that the classroom is inviting; and (2) prepare a simple and short welcome ceremony.
- c. **Post Implementation Phase:**
- Starting May 16, 2025 onwards, after the one-month non-interruptive vacation, the class advisers should account all registered learners and make a follow-up on learners who have not yet signified their enrollment in class.
 - Thus, the new class adviser should contact the learners who have not reported to school a week after the opening of classes.
7. Terms of reference of key players are as follows:
- a. **Public Schools District Supervisors**, ensure smooth conduct of the program implementation by overseeing the overall goals and directions, rendering timely technical assistance, monitoring, evaluating, and giving feedback to school heads and teachers.
 - b. **School Heads**, as instructional leaders and program-implementer champions, ensure the smooth implementation of the program by facilitating effective communication of issues and concerns to the district supervisors, parents, and teachers for the guaranteed success of **Salin-Klase**.
 - c. **Class Advisers (Current/ Receiving)** create positive and organized learning environment and collaborate harmoniously to address expected and pressing challenges.
8. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

CLASS TURN OVER PROGRAM

123_DM/FCM/EFF//INTRODUCTION/REINTRODUCTION OF CLASS TURN OVER PROGRAM SALIN-KLASE

NUM-2025-123



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